

## DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.

### Minutes of August 15<sup>th</sup>, 2000 meeting

The quarterly meeting of the Delaware Public Purchasing Association, Inc. was held in the Margaret O'Neill Bldg. 410 Federal Street, Dover, Delaware. The meeting was called to order at 10:00 AM by Greta Iplenski, CPPB, President.

Those in attendance were: Greta Iplenski, CPPB, Delaware State Police, Mike Sabol, CPPB, Division of Purchasing, Sandra Skelley, CPPB, DHSS Procurement, Ron Hill, CPPB, Division of Purchasing, Peter Rigterink, CPPB, DHSS/DSS, John Horn, Data Service Center, Janet Schukoske, CPPB, Division of Purchasing, Pete Gregg, City of Milford, Althea Henry, Division of Purchasing, Sandra Cohan, Division of Purchasing, Mary Ellen Saunders, DSAAPD, Bill Ingram, CGFM, Division of Public Health, Rob Propes, DEDO, Bobbi Hettel-Minner, DELDOT and Arnold Cookson, CPPB, Division of Purchasing.

1. Rob Propes gave a short presentation about recycling initiatives in Delaware and that a new Bill on Recycling states that state agencies should purchase recycled commodities. He handed out various literature on the subject.

#### **OLD BUSINESS:**

2. A question came up concerning the Chapter being Exempt under IRS Rules, as part of the Chapter Action Plan. After, some discussion, it was determined that all actions had been taken for the Chapter to meet the rules.
3. Peter asked that members receive a copy of the last meeting minutes before the next meeting. After some discussion, Arnold made a motion to send meeting minutes by E-mail to all members within two weeks after each meeting. This was seconded by Mike Sabol and was carried.
4. **Treasurer's Report:** Peter handed out the Treasurer's Reports for May, June & July 2000 and presented the data. Balance as of the end of July is \$1,226.60. Copies of all reports will be made a part of the meeting minutes on file. The issue of how coffee, donuts etc.. would be paid for at future meetings was raised. Sandra Skelley made a motion that membership dues be raised to cover these future costs. This motion was seconded by Mike Sabol and carried.

#### **Financial Committee Report:** None

5. **Educational Committee Report:** Sandra stated that November 20<sup>th</sup> & December 13<sup>th</sup> have been selected for a class on Procurement Protests. Twelve (12) attendees stated they were interested. Sandra will keep everyone informed on the status.
7. **Membership Committee:** Janet passed out an updated list of members. Blaine Herrick, Althea Henry, and Sandy Cohan are our newest members. Welcome to the Chapter. Janet also stated she would send out membership letters. She also stated that she had contacted DVI about member certificates. DVI can provide them mounted on wall plaques for \$15.95 each. Janet recommended that the chapter provide the certificates and members purchase their own frames if they want. Sandra Skelley stated that \$300 had been collected to purchase DPPA T-shirts.
8. **Program Committee:** Bobbi stated she had arranged for Bill Manship to give a presentation on Deldot's Professional Services Procurement Manual and the processes covered in it. This presentation was given after the lunch break. Greta suggested that members who attend the forum in Baltimore select a topic from one of the seminars to give a brief presentation during the next meeting in November. Those presenting should provide the topic to Bobbi.
9. **Scholarship Committee:** Ron Hill explained that the chapter was too new to consider awarding scholarships at this time. This issue will be reviewed again sometime in the future when the chapter is more financially sound.

10. **Chapter Liaison:** Mike stated that the Delaware Valley Chapter would be hosting a workshop September 28<sup>th</sup>-29<sup>th</sup>. He handed out information on the workshop to those that would not be attending the forum in Baltimore.
11. Greta stated she would talk to the vendor at the Baltimore Forum about chapter pins. Sandra also stated she would check with DEDO since they already have some that are similar to what the chapter is considering.
12. **Share Fair:** Greta stated the chapter had been assigned table # 9 for the Forum starting at 10:00am on Saturday, the 19<sup>th</sup>. She asked for volunteers to help man the table.

**NEW BUSINESS:**

13. **Change to Bylaws:** Greta stated that Article III of the bylaws needed to be changed to state that the slate of candidates will be announced to the membership 30 days prior to the fourth quarterly meeting instead of the third and elected during the fourth meeting. A special meeting will be scheduled to have the nominating committee recommend the slate of officers. Greta selected Bobbi Hettel-Minner, Mary Ellen Saunders, and Althea Henry to be on the committee. Arnold will send out the ballet with the meetings minutes.
14. **2001 Chapter Dues:** The membership Committee will send out invoices for 2001 dues to members.
15. **Budget:** Mike stressed that a budget had not been developed for the chapter and suggested the Finance Committee and Chapter Treasurer should develop and submit one to members for approval.
16. **Adjournment:** Mary Ellen Saunders motioned to adjourn the meeting and it was seconded by Sandra Skelley and carried. The next regular quarterly meeting will be held on November 21<sup>st</sup>. 2000 at 10:00Am, hosted by New Castle County Purchasing.